

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Lead Highway Maintenance Worker

Class Code: 80915

A. Purpose:

Provides training and daily work direction in highway maintenance and rehabilitation procedures to highway maintenance staff and temporary and seasonal employees and acts as a working crew leader to maintain the state's highway system in accordance with department standards.

B. Distinguishing Feature:

Lead Highway Maintenance Workers coordinate and perform daily work activities and provide work direction to highway maintenance staff and seasonal employees and trustees.

Highway Maintenance Supervisors prioritize and assign work to designated highway maintenance units, and supervise.

Highway Maintenance Workers carry out assigned maintenance work.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Provides training and work direction to highway maintenance staff and seasonal employees and trustees to ensure they know the maintenance standards and procedures.
 - a. Teaches employees how to operate equipment and tools.
 - b. Provides manuals and other materials for study purposes.
 - c. Evaluates employees' progress and reports to the Highway Maintenance Supervisor.
 - d. Assigns tasks to individuals and monitors progress.
 - e. Assists employees in completion of time sheets and leave requests.
2. Completes records and reports to keep the Highway Maintenance Supervisor informed of work progress and equipment and material use.
 - a. Assigns and reports on daily work.
 - b. Issues mowing permits.
 - c. Records and reports on warehouse and fuel inventories.
 - d. Files accident reports.
 - e. Records equipment mileage and hours.
 - f. Reports winter road and weather conditions.
 - g. Monitors installation of utilities and approaches.
 - h. Orders unit supplies.
3. Directs and performs roadway rehabilitation activities to ensure repairs are accomplished according to the maintenance standards of the department.
 - a. Monitors application of bituminous material and recommends changes of application rates when applicable.
 - b. Directs preliminary spall repairs by laying out work areas and assigning tasks.
 - c. Calculates required concrete volumes and orders concrete from ready-mix vendors.
 - d. Inspects newly routed and sealed cracks to determine if seal has adhered.
 - e. Directs removal of old surfacing material by assigning equipment operators and truck drivers and monitoring the process.
 - f. Determines traffic control needs and ensures they are in place.

4. Directs and performs the installation and repair of signs, fences, guard rails, traffic control devices, and pavement and roadway marking to ensure compliance with maintenance standards.
 - a. Prepares and calibrates equipment and collects supplies and materials.
 - b. Coordinates striping activities in assigned geographical areas.
 - c. Monitors application of paint and adhesive materials.
 - d. Lays out patterns for specialized pavement marking.
 - e. Ensures signs and posts are placed and installed at correct distances and heights.
 - f. Ensures traffic control is in place at work sites.
5. Directs and performs structure rehabilitation activities to ensure integrity of bridges is maintained.
 - a. Collects equipment and orders supplies from regional storerooms.
 - b. Lays out work areas, assigns tasks, and issues equipment and supplies.
 - c. Designates drilling patterns for deck and approach repairs.
 - d. Determines rates of epoxy and slurry and monitors injection.
 - e. Ensures traffic control is in place at work sites.
6. Directs and performs winter-time highway maintenance to allow public mobility and safer traveling conditions.
 - a. Reports weather and road conditions.
 - b. Prepares equipment and assigns tasks to crew members.
 - c. Removes snow from roadways by using a variety of snow-removal equipment.
 - d. Distributes sand and chemicals to alleviate icy conditions.
7. Directs and performs facility and rest area maintenance and repair to maintain and extend the life of facilities.
 - a. Collects equipment and supplies.
 - b. Assigns tasks and equipment and provides expertise in carpentry, painting, and plumbing repairs.
 - c. Monitors and maintains unit inventories.
8. Directs and performs vehicle and equipment preventive maintenance to ensure availability of functioning equipment.
9. Performs other work as assigned.

D. Reporting Relationships:

Reports to a Highway Maintenance Supervisor or an Operations Engineer. Does not supervise but provides daily work coordination and direction to highway maintenance staff and seasonal employees and trustees.

E. Challenges and Problems:

Challenged to accomplish assigned work in allotted time and as outlined by the supervisor. This is challenging because of outside influences such as weather and traffic, and internal problems such as short crews and equipment breakdowns. Further challenged to determine the most effective procedures to complete the work. This is difficult because it requires an overall evaluation of the job in comparison to equipment and manpower available.

Problems encountered include equipment breakdowns, inclement weather, making sure traffic control devices move as projects progress, and work-related injuries.

F. Decision-making Authority:

Decisions include daily work assignments, equipment and supplies needed for projects, if work meets standards, location of traffic control devices at work sites, calibration of equipment, adjustment of rates of material, when to remove snow and apply chemicals to roadway surfaces, when to replace pavement marking, and when to perform equipment maintenance.

Decisions referred include work priority and procedures required, equipment repair and parts replacement, inventory of supplies and materials, and staffing changes.

G. Contact with Others:

Daily contact with the public to answer questions and direct traffic through projects; weekly with other state agencies to provide information on accident damage and road conditions; monthly with local governments to coordinate work; and occasionally with law enforcement personnel regarding accidents and hazardous materials.

H. Working Conditions:

Works in all weather conditions; in high-volume, high-speed traffic; around heavy equipment; in dust and noise; around hazardous chemicals, hot material, and petroleum products; at high elevations above ground and water; and near utility lines. Work involves heavy lifting and hard, manual labor.

I. Knowledge, Skills, and Abilities:

Knowledge of:

- department standards pertaining to highway maintenance and rehabilitation;
- safe operation, maintenance, and repair of road construction equipment;
- use and maintenance of a wide variety of job-related hand and power tools;
- occupational hazards and safety precautions related to road construction work;
- traffic signing and signals;
- use and application of various construction materials;
- arithmetic sufficient to calculate volume and quantity;
- purchasing procedures;
- routine personnel matters such as scheduling leave and making recommendations for promotions or pay increases;
- weather conditions.

Ability to:

- operate and maintain equipment and machines commonly used in road construction work;
- use hand and power tools;
- communicate sufficiently to provide on-the-job training to assigned employees;
- monitor work progress and assist employees in solving work problems;
- estimate time and materials;
- keep required records and reports;
- work outdoors in all weather conditions;
- work longer than eight hours a day when required;
- work around traffic, dust, and noise; hazardous materials; and at high elevations over ground and water;
- report to work at unusual times of the day or night;
- obtain a commercial driver's license.

J. Licenses and Certificates:

(Used for announcement purposes only.)

Incumbents must have a valid driver's license; and must have or obtain a valid commercial driver's license within thirty days of hire date to retain employment.